

APPENDIX I (CONTD)

Sample RTI Application in Connection with Maintenance of Roads

To

The Public Information Officers

(Address of the Public Authority)

Sub: Application under the RTI Act, 2005

(A) Name of Applicant

(B) Address of the Applicant [Give address from where you would like to correspond with the PIO]

Sir,

I wish to have information regarding repair of following roads:
(give the list of roads for which you want information)

Please provide me the following information with respect to the above roads:

1. During the period _____ to _____, how many times repairs (both minor and major) have been carried out on each of the above roads?
2. If the work was done departmentally, please provide the following information with respect to each such work:
 - (a) Copy of relevant portion of stock register
 - (b) Copy of relevant portion of labour register
 - (c) Exact location of spots where the work was carried out
 - (d) When was the work carried out?
 - (e) What was the method of repair?
 - (f) What was the composition of material used?
3. If the work was done through a contractor, please provide the following information with respect to each such work:
 - (a) Copy of measurement book
 - (b) Copy of sketch
 - (c) Copy of details of estimates
 - (d) If there was any guarantee clause in the contract, copy of that portion of the contract which mentions this guarantee clause and the conditions in which this clause can be invoked.

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Date: _____

Enclosed

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(e) Names of the Assistant Engineer and the Executive Engineer who inspected each of these works and passed payments.

(f) Has the guarantee clause been invoked till now?

4. The roads are totally broken these days. I want to take sample of material of each of these roads under Section 2(j)(iii) of the Right to Information Act. The sample should be collected from the place of my choice. It should be collected in my presence and should be sealed and certified. Please intimate me the date, time and venue where I should come to collect the samples.

5. Provide information as to by what time, these roads will be repaired.

I have submitted initial Application fee of Rs. 10/- vide IPO/Challan/DD No. _____

If you feel that the above requested information does not pertain to your department, then please follow the provisions of Section 6(3) of the RTI Act.

Also, as per the provisions of the RTI Act, 2005 please provide the details (name and designation) of the first appellate authority with respect to your department with the reply to the above request, where I may, if required file my first appeal.

Thanking you.

Date: _____

Enclosed:

IPO/Challan/DD No. _____

Signature: _____

Name: _____

Postal Address: _____